

PERMITTING CHECKLIST

City of Fort Lauderdale  
BUILDING DEPARTMENT  
700 NW 19 Avenue, Fort Lauderdale, Florida 33311 954-828-6520

Please verify that your permit application package contains all applicable items required for permit issuance. Your permit application will not be processed if the required information is not complete or marked “not applicable”.

- \_\_\_\_\_ Complete **PERMIT APPLICATION**, reflecting the total job cost and square footage. If the job cost is over \$2,500, the owner’s notarized signature is required. Contractor submittals must be signed and sealed by a Notary Public. **ALL SUB PERMITS MUST BE SUBMITTED WITH THE MASTER PERMIT.**
- \_\_\_\_\_ **OWNER BUILDER AFFIDAVIT** for homeowner. To qualify for such an exemption, an owner must **personally** appear, complete the affidavit, and sign the building permit.
- \_\_\_\_\_ Two (2) copies of recorded **NOTICE OF COMMENCEMENT** must be provided at time of submittal.
- \_\_\_\_\_ Two (2) sets of plans drawn to scale (signed and sealed by designer as required by Code), including fire sprinkler plans (for buildings more than 3 stories).
- \_\_\_\_\_ Two (2) accurate plot plans and surveys, one (1) signed and sealed and one copy.
- \_\_\_\_\_ All **SPECIAL INSPECTOR FORMS**.
- \_\_\_\_\_ Approval by **EDP** (Environmental Department of Protection) required for all new buildings; demolitions; additions to non-residential buildings and interior alterations where a change of use is applicable; commercial re-roofs; slabs greater than 250 sq. ft. and detached additions to SFR/Multi-Family residences.
- \_\_\_\_\_ Approval by **EDP** on **STATEMENT OF RESPONSIBILITY ASBESTOS FORM**.
- \_\_\_\_\_ Completed **EDP IMPACT FEE FORM** with water/wastewater usage calculations.
- \_\_\_\_\_ **DRC APPROVAL** # \_\_\_\_\_
- \_\_\_\_\_ **HISTORICAL DISTRICT APPROVAL** on application, if applicable.
- \_\_\_\_\_ Three (3) copies of the **energy calculation forms**, two (2) heating/cooling **load calculations** and **manufacturer’s specification sheets**.
- \_\_\_\_\_ Two (2) copies of **Product Approvals** (Notices of Acceptance) reviewed and approved by designer of record (must submit all sheets and additional information required for approval, including wind load calculations) for doors, garage doors, roof covering, shutters, skylights, operable windows and fixed glazing as exterior components.
- \_\_\_\_\_ Approval by **EDP** and the **Army Corps of Engineers** for dredge and fill activities or if structures are within jurisdictional waterways.
- \_\_\_\_\_ Approval by the **Department of Business and Professional Regulation** for restaurants.
- \_\_\_\_\_ Approval by the **Broward County Health Department** for bedroom additions (if on septic tank), all projects serviced by septic tanks, hospitals and ACLF’s.

I have reviewed and completely filled out the checklist and all applicable items are in my application package.

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Permit Applicant	Permit Processor	Process Number

OUTSIDE AGENCY APPROVALS

<b>ENVIRONMENTAL DEPARTMENT OF PROTECTION (EDP)</b> 115 S Andrews Avenue Fort Lauderdale FL 954-519-1200		<b>BROWARD COUNTY HEALTH DEPARTMENT</b> 2421 SW 6 Avenue, Fort Lauderdale FL General Information 954-467-4800 New Septic Tank 954-467-4901 Restaurants and Pools 954-467-4923	
<b>WATER MANAGEMENT DIVISION</b> 954- 519-1270		<b>DEPARTMENT OF BUSINESS &amp; PROFESSIONAL REGULATION</b> 5080 Coconut Creek Parkway, Margate, FL 954-917-1330	